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# CITY OF CAMBRIDGE

## PURCHASING DEPARTMENT

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**TO: All Bidders**

**FROM: City of Cambridge**

**DATE: May 01, 2017**

**RE: File No. 7609 – Summer Food Program**

**Addendum No. 1**

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The following questions were submitted and answered (1-8).

**Addendum No. 2 will follow with an answer to an additional question**

**Question**

1. Please confirm which sites currently have refrigeration, and which sites will require refrigeration (as noted on page 4, Scope of Services-F "Contractor will arrange for milk chests to be delivered to each indoor site lacking refrigeration").

**Answer**

We won't know until the end of May/early June at the earliest. It depends on what school food services has available and working. Most school sites have refrigeration but may need outside coolers as well.

**Question**

2. Please confirm required delivery schedule for breakfast, as there is a discrepancy in the document.

- a. Page 4, Section E indicates double delivery required on Mondays.
- b. Page 11, Section 6 indicates breakfast delivery will be on Friday for Monday.

**Answer**

Delivery Schedule for Monday breakfast will be as indicated on Page 4. Double delivery on Monday.

**Question**

3. Please provide an example or two of the "Special Event" meals requested/required on Page 13, Section F.

**Answer**

Meals would be according to the standard menu. On a Special Event day we would request meals delivered at a different time other than the normal delivery scheduled time. We would also like the vendor to have a table with fresh fruit, water or other snackable items set up at events.

**Question**

4. Please provide the average participation for breakfast, lunch, and snack per site.

**Answer**

This is a sample site list based on last year. The number of sites could increase or decrease by the end of June. We won't know until the end of June what the final number of sites and the meal count will be. Attached is 2016 summer site list. As indicated the number of sites could increase or decrease but this may give you an idea of the average participation for breakfast, lunch, and snack per site.

**Question**

5. Under General Conditions, Page 13 F.

a. Special events: will vendor need to provide staff, as in past years?

**Answer**

YES

**Question**

6. Unit Price Instructions, Page 11 section 6 ordering meals

a. "Sponsor reserves the right to increase or decrease meals on 24 hours' notice"

b. How is meal cancelation handled?

c. Will Sponsor have the right to cancel meals SAME DAY for weather, as in the past?

**Answer**

Site participation varies from day to day or there may be excessive leftovers so orders change from day to day to accommodate sites and ensure reimbursement. That is why it is critical to order meals one day ahead.

Cancellations are handled by phone, fax or email.

We would reserve the right to cancel orders by 7 A.M. on the same day for our outdoor park sites. Currently 6 of our sites are outdoor parks. That number could increase by one or two by the end of June.

**Question**

7. Specification, Page 12 Section 6 Special Meals Packaging

a. Field Trips: Will sponsor require special deliveries for field trips outside normal delivery schedule?

**Answer**

**Yes. Depending on time field trips are leaving delivery schedules need to be adjusted to accommodate sites. Cooler bags and plenty of ice packs must be provided for meals being taken on field trips.**

**Question**

8. Scope of Services, Page 4, F

- a. How many coolers will need to be provided?
- b. What size coolers will be required?
- c. Are there any special power requirements?
- d. When will delivery of equipment be expected?

**Answer**

**We don't know how many coolers we will need. It could be as few as 4 or as many as 15 depending on what is available at each individual school. MilkChests/Coolers must be large enough to accommodate each site. The City is unaware of any special power requirements. Delivery would be expected the week of June 19 - 23**

**All other details remain the same**



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**JOAN DILLON  
ASSISTANT PURCHASING AGENT  
FOR GOODS & SERVICES**

**Addendum No.1**

**2016 SUMMER SITE LIST**  
**ATTACHMENT TO FOLLOW**

## Camps

Summer 2016

### 001-Camp Rainbow B 20

220Morse School L 25

40 Granite Street

Cambridge, MA 02139

### 005-Compass/Fitzgerald B 150

Peabody School L 150

70 Rindge Avenue

Cambridge, MA 02140

### 006-Breakthrough

CRLS *(Main Café)* B 60

459 Broadway L 90

Cambridge, MA 02138

### 009-Gately Youth Center

70R Rindge Ave B 35

Cambridge, MA 02140 L 35

### 011-Cambridge Adv. Day Camp

Matignon High School B 80

1 Matignon Street L80

Cambridge, MA 02140

### 015-Tobin Kids Camp

Tobin Montessori School B 65

197 Vassal Lane L 45

Cambridge, MA 02138

### 019-Camp Day Break

Fayerweather Street B 30

School L 30

765 Concord Avenue

Cambridge, MA 02138

### 021-Moore Youth Center L 20 - 25

Hoyt Field (Open Site Park)

12 Gilmore Street

Cambridge, MA 02139

### 022-Moses/Area IV Youth B 59

243 Harvard Street S 59

Cambridge, MA 02139

**035-Frisoli Youth Center**

61 Willow Street                      B 10  
Cambridge, MA 02141                L 10

**036-Gold Star Mother's  
Park (Open Site Park)**

155 Gore Street  
Cambridge, MA 02141

**063-PBH/Baldwin**

85 Oxford Street                      B 60  
Cambridge, MA 02138                L 45

**043-Danehy Park  
(Open Site Park)**

99 Sherman Street  
Cambridge, MA 02140

**052-Fletcher Maynard  
Academy/ASD**

225 Windsor Street                  L 45  
Cambridge, MA 02139

**053-Sennott Park  
(Open Site Park)**

Broadway  
Cambridge, MA 02139

**054-Greene-Rose Heritage  
Park (Open Site Park)**

155 Harvard Street  
Cambridge, MA 02139

**055-Rise Up**

CRLS (*Media Café*)                  B 20  
Cambridge Street  
Cambridge, MA 02139                L 40

**056-Youth Police Academy**

(located at the Police station)      L 20  
125 Sixth Street  
Cambridge, MA 02142

**061-Camp K/Lo**

KennedyLongfellow School        B 35  
158 Spring Street                    L 12  
Cambridge, MA 02141

**062-Camp Big Adventure**

Morse School                          B 40  
40 Granite Street                    S 40  
Cambridge, MA 02139

**065 – Russell Field Park                      L 10**

**(Open Site Park)**

333 Rindge Ave.  
Cambridge, MA 02140

**068 – ML King School                      B 30**

102 Putnam Ave.  
Cambridge, MA 02139

**000 – ELL/VLUS**

Tobin Montessori School                      B 15  
197 Vassal Lane                      L 20  
Cambridge, MA 02138

**000 – PBH/Tobin                      B 30**

Tobin Montessori School                      L 30  
197 Vassal Lane  
Cambridge, MA 02138

**000 – ELL/Klo                      B 30**

KennedyLongfellow School                      L 30  
158 Spring Street  
Cambridge, MA 02141